

**MINUTES
TOWN OF DARIEN
PARKING AUTHORITY
SPECIAL MEETING**

November 17, 2014

A special meeting of the Parking Authority was held on Monday, November 17, 2014. In attendance were First Selectman Stevenson, Selectmen Hall, Marks, Nielsen and Tierney. Also in attendance was Town Administrator Karl Kilduff.

CALL TO ORDER

First Selectman Stevenson called the meeting to order at 8:53 p.m.

PUBLIC COMMENT

No public comment was offered.

NEW BUSINESS

a) Discuss and Provide Comment to the Planning & Zoning Commission regarding Parking for a Development Application at 13 Grove Street

First Selectman Stevenson provided the Authority with an overview of the Planning & Zoning Commission application. She expressed a concern about the number of chairs for providing service and the resulting potential for a large number of employees and customers.

The Authority members discussed the use of the site and potential parking needed in relation to the supply of available municipally-controlled parking spaces in proximity to the site. The information contained in the application resulted in concerns over the potential density on the site with potential number of customers and employees given the number of work stations and special areas which could result in 16 or more vehicles.

The sense of the meeting was a serious concern from the Parking Authority that the application would promote a high density activity that would negatively impact municipally-owned parking lots which are at or near capacity during the proposed hours of operation

The Authority appreciated the opportunity to provide comment to the Planning & Zoning Commission on this application.

b) Discuss Wait List Policy

Town Administrator Kilduff distributed a draft letter to be used to verify interest in maintaining a place on the wait list. The draft also included payment of an annual fee to stay on the wait list. It was agreed that no response to the letter should result in removal from the wait list and that 30 days should be sufficient time to respond. Ms. Marks moved, seconded by Mr. Tierney, to approve the draft letter. The motion passed in a 5-0 vote.

c) Discuss Allocation of Daily Spaces to Permit Spaces

Town Administrator Kilduff gave a presentation to the Authority outlining the impacts of converting daily parking spaces to annual permit spaces. The goal of the change is to adjust the allocation of spaces to provide for more opportunities to sell annual permits to individuals on the wait list.

The length of the wait list for Darien and Noroton Heights was reviewed for the Authority including numbers of people on the list, the length of time spent on the list, and annual turnover rates.

The space allocation of daily to permit was reviewed for Darien and the rest of the stations on the New Haven line. The average for the region was 75% permit to 25% daily parking. Both Darien stations were under the regional average.

The impacts of a change were reviewed with the Authority to show the areas which could be converted and the number of spaces. For the Darien station 172 spaces were identified in the Leroy West, Leroy East, Mechanic Street and Tokeneke parking areas. Changing these spaces would fall short of the regional average but increase the local rate to 60% permit.

Space conversion was reviewed for Noroton Heights as well which required the conversion of 122 spaces to meet the regional average.

Mr. Kilduff also presented the impacts of returning the Grove Street parking area to downtown parking instead of its commuter use.

Authority members discussed all of the potential impacts with an emphasis on the number of potential permits that could be sold and the resulting impact on the length of the wait list.

The Authority reached a consensus that a public hearing should be scheduled to receive input from commuters on the changes in spaces and possible regulation to include a \$10 maintenance fee for the wait list.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Mr. Hall moved, seconded by Mr. Marks, to approve the Parking Authority Special Meeting minutes of November 3, 2014 as amended to have the minutes read "It was reported..." in the first paragraph of New Business instead of "It was report..." The motion passed in a 5-0 vote.

ADJOURNMENT

The Parking Authority adjourned the meeting at 10:00 p.m.

Respectfully submitted
Karl F. Kilduff
Town Administrator